



PEOPLESOFT - HUMAN RESOURCES
*The University's New State-of-the-Art
 Human Resources System*

QUERY REQUEST FORM

Date of Request: _____

Person making the request: _____ **Department:** _____

Phone #: _____ **E-mail Address:** _____

Query Options

Please provide speedtypes for areas query is to address: _____

Select data elements for query

- Business Unit _____
- Department _____
- Employee Name _____
- Employee Number _____
- Salary _____
- Job Title _____
- Employment Date _____
- Service Date _____
- Faculty Rank _____

Dept. Approval Signature: _____ **Date:** _____

HR Approval Signature: _____ **Date:** _____

Approved: Yes No **Comments:** _____

Query Created: _____ **Date:** _____
 Signature of Query writer

**Please send completed form to HR- Payroll Dept. 1 Park Place Suite 344,P.O. Box 3982 or FAX: 404-651-3261
 The employee will be notified in 2-3 business days by phone or e-mail of the completion of their query. The completed
 form will be returned to the approving official.
 (created 03/04/05)** _____

For HR use only:

Department #'s: _____

Business Units: _____